Seminars and Lectures Checklist

☐ Determine what classes employees want

☐ Ensure all participants know that their attendance is on their “own time”.

☐ Put together a schedule taking into account requirements of employees and what the contractor can accommodate. Work with your contractor on the details of the classes (how often, what days of the week, what times, how many people can be accommodated in each class, etc.)

☐ Announce the class at least 2 weeks prior to start date. Use emails and flyers to advertise your class and help boost attendance. Be sure to state by which date staff should respond.

☐ Determine how you will handle sign-ups (first-come, first-served, lottery, etc.) Put it in writing and distribute to everyone so there are no misunderstandings.

☐ Plan the entire year so that all get an opportunity to participate and know what is planned. Include such items as handling no-shows, space available accommodations, etc.

☐ Be sure to book a conference room in advance — If you know your lecture schedule, go ahead and book the room for entire series. Make sure the room is large enough to accommodate all interested employees.

☐ Talk to your contractor and determine what equipment/tools will be brought, and what you must bring to the class.

☐ The day before the class, double-check all equipment/tools that you are responsible for to make sure everything works! You may require any or all of the following:

- A sound system
- Overhead projector
- Computer projector
- Computer
- Projection Screen
- Extension Cord
- Power Strip
- Fan

☐ The day before the class, make sure to repro any handouts that you may be responsible for. This includes the evaluation form.

☐ The last item of the class will be to hand out the class evaluation (with pencils) and ask everyone to complete the form and turn them in to you.

☐ Tabulate the results of the evaluations. Share the results with your participants, your managers, the vendor, and email them to HWFI.